



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 1, 2002	REVISED DATE: September 10, 2012	NO. PAGES: 1 of 1	NUMBER: 1.1.21
SUBJECT: <p style="text-align: center;">MAIL SERVICE</p>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Michael McGrath, Chief</i></p>			

Substantive changes are italicized

PURPOSE: To establish guidelines for the use of Cleveland Division of Police Mail Service *and the acceptance of United States Postal Service (USPS) mail.*

POLICY: Members shall use the Division Mail Service in a responsible and professional manner, *as well as accept certified mail as described herein.*

PROCEDURES:

- I. Members shall use the Division Mail Service and Division letterhead **only** for official Division business.
- II. Members shall route Division mail through the Division Mailroom.
- III. Members shall **not** send personal mail at the City's expense.
- IV. Mailroom personnel shall notify their supervisor upon receipt of unauthorized mail.
- V. *Members shall accept certified mail only in the following circumstances:*
 - A. *Mail addressed to a specific City department (e.g. City of Cleveland Law Department). The word "Cleveland" must appear as part of the addressee.*
 - B. *Mail addressed to City officials at the commissioner/commander level or higher.*